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17 January 1961

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report for
DECEMBER 1960

1. The attached tables and charts reflect some of the activities of certain components of the office during DECEMBER 1960.

2. The statistics in the tables are compiled by the components concerned and refer to the current month.

3. The charts are prepared in this office from the statistics in the tables and afford a means of comparing the various accomplishments, workloads, and activities from the beginning of the current fiscal year to date.

4. Following are noteworthy items for the month:

a. Special Agents Training Course No. 30 was held during the period 1 - 21 December 1960.

b. [REDACTED] IB/SSD/OS was awarded \$300 for a suggestion to streamline the processing of certain security clearance requests from overseas. This is a record to date in monetary amount for a single award.

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c. An Agency "first" was achieved in the award of \$120 to [REDACTED] for a meritorious suggestion to increase the efficiency of badge processing. [REDACTED] was a "summer employee" of the Physical Security Division when he made the suggestion and is the first "summer employee" in the Agency to win such an award.

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e. An emergency roster was put into effect providing for Office of Security duty at Headquarters in the event the District of Columbia invokes Plan No. 5, which publically announces that all government offices are closed due to hazardous street conditions.



Executive Officer

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Attachments

Distribution:

- 1 - Addressee
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OS/ [REDACTED] :rjw (17 Jan 61)

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